



**ARKANSAS BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Hot Springs, Arkansas
January 19-22, 2027**

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel by December 29, 2026 to allow time for the check to clear. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.

↓ PAYING FINAL PAYMENT BY CHECK ↓			↓ PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION ↓		↓ TAX EXEMPTION ↓
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
Courtyard Hot Springs	Spa City Lodging	Spa City Lodging Attn: Brittany Turner 200 Marriott Court Hot Springs, AR 71913 DUE: January 8, 2027	Email Brittany Tuenr for credit card authorization DUE: Before check-in	Brittany.turner@hotelequities.com	Must be Arkansas state tax exemption, or federal exemption Brittany Turner (501) 651-4359 Brittany.turner@hotelequities.com
Embassy Suites Hot Springs	Atrium Hospitality	Atrium Hospitality Attn: Beth Bass 400 Convention Blvd Hot Springs, AR DUE: 14 business days prior to arrival	Email Renee Redick for credit card authorization DUE: 10 days prior to arrival	Renee.redick@atriumhospitality.com	Tax exemption applies to US Military or a certificate from the Department of Finance and Administration that exempts for state taxes, not federal.
Holiday Inn Express & Suites	Holiday Inn Express Hot Springs	Holiday Inn Express Hot Springs 206 Mehta CT Hot Springs, AR 71913 DUE: 14 business days prior to arrival	Contact the Front Desk and ask for the Director of Sales DUE: 7 business days prior to arrival	Hotel Front Desk (501) 463-5600	Submit Arkansas State tax exempt paperwork with payment.
Hotel Hot Springs	Hotel Hot Springs	Hotel Hot Springs Attn: Accounting 305 Malvern Ave. Hot Springs, AR 71901 DUE: 1/15/2027	Please reach out to the Sales & Catering Office for credit card preauthorization paperwork. DUE: 1/15/2027	Sales & Catering Office 501-623-6600, ext. 254 admin@thehotelhotsprings.com	Any school requesting tax exempt status must have State ID along with tax form from the State of Arkansas.
The Arlington Resort Hotel & Spa	The Arlington Resort Hotel & Spa	The Arlington Resort Hotel & Spa Attn: Sales Department 239 Central Ave Hot Springs, AR 71901 DUE: 14 business days prior to arrival	Email Sales for credit card authorization DUE: 5 business days prior to arrival	sales@arlingtonhotel.com	The Tax Exempt Form must be submitted 30 business days prior to arrival. The hotel's corporate accounting department must review the form to confirm.
TownePlace Suites Hot Springs	Townplace Suites Hot Springs By Marriott	Townplace Suites Hot Springs By Marriott Attn: Paul Patel 120 Desai Patel CT Hot Springs, AR 71913 DUE: 1/8/2027	Please contact Paul Patel for CC Preauth options. Check preferred for prepayment.	Paul Patel 501-525-7800 jsmpaul75@gmail.com	Submit Arkansas State Tax Exempt Forms to the hotel with payment.